

Minutes
HSS Department Chairs Meeting
Wednesday, January 28, 2009
4:00 p.m. CN 233

1. *Dean's Council Item:*
 - a. Testing Center (see handout below)
 - b. Maymester – HSS has the most courses offered
 - c. Distance Education Online Committee seeking online program development
 - d. Rick Brown, Public Safety, Emergency Test last Tuesday, January 20th.
2. *HSS Senators:*
3. *Department/Other Items*
 - a. Sterling Scholar judges
 - i. English is Bryce Christensen
 - ii. Social Sciences is Mark Miller
 - iii. Languages is Jim Harrison
 - iv. Spring 2009 Sterling Scholar Judges

Tuesday, March 31, 2009

159 N 400 W, Richfield, UT

Names of judges and their university will be listed in the program.

They can email handbook and guidelines to assist judges.

Provost's Office will provide transportation.

SCHEDULE:

8:15 – 9:00 am: Continental Breakfast

9:00 – 9:15 am: Orientation

9:15 am – noon: Judges find their rooms and review portfolios of nominees. (Possibility of 13 nominees in each category)

12:00 – 12:50 pm: Lunch provided

1:00 – 4:15 pm: Interviews (could conclude earlier, depending on number of nominees)

After that time, judges compile their scores, complete a sheet listing winner and two runners-up, seal in an envelope and give to Committee Co-Chairpersons.

- b. Commencement - handout
 - c. Academic Award Nominees (2 names per category plus winner)
 - d. Leadership Certificate
 - i. COMM 1310 and 2120
 - ii. SOC 3030 and 4500
 - iii. PSY 3370 and 4350
 - iv. PHIL 1250 and 3500
 - v. ENGL 2040 and 4410
 - vi. POLS 3110 and 4670
 - vii. Internship, Study Abroad, Honors, Research, Service Learning
4. *Next Meeting:* Wednesday, February 4, 2009 4:00 p.m. CN 233
5. *Reminders*
 - a. Department Policies
 - i. Internship Credit - Task Force
 - ii. LRT

b. Dates

- i. Scholarship Training – Thursday at 3 pm in ELC 206
- ii. February 1st - Scholarship applications due (students may apply online at <https://secure.suu.edu/ss/financial/secure/2009-returningapp.html>)
- iii. Friday, February 6th - 5th Week Reports due
- iv. Monday, February 16th - President's Day - No classes
- v. Monday, March 16th to Friday, March 20th - Spring Break - No classes
- vi. Wednesday, April 1st - Deadline for awarding department scholarships
- vii. Friday, April 10th - Good Friday - no classes
- viii. Monday, April 13th - No classes
- ix. Friday, April 24th - Last Day of Spring Semester
- x. Monday, April 27th - Study Day
- xi. Thursday, April 30th - HSS ACADEMIC AWARDS - Great Hall
- xii. Saturday, May 2nd - Commencement

Testing Center

After several months of planning and preparation I am pleased to announce the opening of the new Testing Center. On February 1st 2009 we will be opening the doors in ELC 105 for testing services. Professors and instructors who wish to use the service will have the opportunity to bring tests to the new center for administration. The center will accept any midterm quizzes and exams (final exams will not be administered) for administration during operating hours. Exams will be delivered in a secure environment conducive to testing. Trained staff members will be present at all times to make sure the integrity of the test is maintained. At the end of the predetermined window of administration the materials will be prepared for pick-up.

The procedure will be simple. Those wishing to use this service should follow the steps below:

- 1) Deliver test material to ELC 105/113 two business days prior to the designated administration dates.
- 2) Fill out and verify with center staff the Test Intake Form (example attached).
- 3) Return to pick-up no earlier than 11:00 am on the day following the last day of the administration window.

Please see the Faculty and Staff Training and Development Calendar at <http://www.suu.edu/calendars/index.aspx?cal=49> for details on question and answer sessions being held at the testing center before we open. Any questions prior to that time should be directed to me at extension 5419.

Sincerely,

Blaine L Edwards
Coordinator of Advising and Testing

TEST INTAKE FORM / SUU TESTING CENTER

Instructor: _____

Last

First

Phone

Course: _____

Title

Course Registration Number

Exam/Quiz Number

How many students need to take this test? _____ Time expected for student to complete test? _____

Testing service will time stamp each test but cannot be responsible for timing each student.

Starting Date _____ Time _____

Ending Date _____ Time _____

Materials will be available for pick up after 11am on the next testing day.

Scantron Yes _____ No _____

Write on test Yes _____ No _____

Materials permitted (please circle): Calculator Dictionary Scratch Paper

Other (please list) : _____

Reference Material WebCT Vista Other

Special Instructions: _____

Instructors Signature _____ Date _____

OFFICE USE ONLY

Test In: No. of Copies _____ Teacher Initials _____ Staff Initials _____

No. of Answer Sheets _____ Other _____

Close Out: (Test will no longer be administered and materials are waiting to be picked up by teacher)

No of Used Test Copies _____ No of Used Answer sheets _____ No. of used Scantrons _____

No. of Unused Test Copies _____ No. of Unused Answer Sheets _____

Total Copies _____ Total Answer Sheets _____ Staff Initials _____

Test Out: No. of Copies _____ Teacher Initials _____ Staff Initials _____